

MINUTES(Amended)
Goshen City Council
April 11, 2023 at 6:30PM
Goshen Community Building, 244 Clark Street

Call to Order: Mayor Stroud called the meeting to order at 6:30PM.

Roll Call: Paula Anderson, Colton Martin, John Vaillancourt, Jamie Van Becelaere and Birch Wright were present. Shawn Mayfield was absent. City Attorney Brian Hogue were present.

Approval of Agenda: The agenda was reviewed, John Vaillancourt motioned to table under Old Business item: C, D, and G. Under New Business item: G, H, I, J, K, L, M, N. Seconded by Jamie Van Becelaere. After much discussion. Vote was all in favor Yea (4) Nay (1) The motion carried.

Approval of Minutes: Motion made by Paula Anderson to approve January 3, 2023 minutes. Seconded by John Vaillancourt. All in favor yea (5) The motion carried. A motion made by Paula Anderson to table March 14, 2023 minutes. Seconded by John Vaillancourt. All in favor yea (5) Motion carried.

Reports for March 2023:

- A. Police Department Report:** Report is in Council's packet. Chief Travis reported. We are still looking for new recruits. Nathan has graduated from the academy.
- B. Street Report:** Report is in Council's packet. David Gatlin reported.
- C. Report from Goshen Volunteer Fire Department:** Report is in Council's packet.
- D. Planning Commission:** Tom Hennelly presented. We had a light agenda this month. We had two planning items that were outside of the city limits in the planning area, so we really didn't have a lot of input on those. We were just basically reviewing the plats for technical aspects we did have a large-scale development by Doctor Buell, there were a couple of items on that. One of them was the we're still working through some issues with that fire Marshall on Fire Protection, as well as some of the lighting ordinance requirement. Lisa Skiles wanted to table that to get a photometric submitted so we can make sure that the lighting is correct and the compliance with the ordinance. That that project being submitted raised a question that we spent a lot of time here a couple of years ago. Max asked several of us to review and revise the subdivision regulations which we did and we feel like that's fairly comprehensive it is a little bit scatterbrained and hard to follow so we'd like to look at as a Commission petitioning the council you'll probably see a request from us coming up to convene a subcommittee of the Planning Commission to review that and create what I've been calling a unified development code that covers both residential and commercial developments and gives a clear line to the public. So, what they must do to get a project approved or get their property split. This is hard to follow even for people that do this as a living. We feel like every property owner ought to be notified if any planning particularly zoning requests are being made adjacent to their property. We'd like to get a fire Marshall involved. We spoke last month about the fire apparatus capabilities of roads and driveways in these last splits. We're really going to take a hard look at these family splits. They're really creating some issues when those parcels get sold to other individuals. Suddenly, we got 12 people at the end of a road that nobody's paying to maintain. We need to find a solution to these issues. Debbie so that item has been tabled and it won't it won't be on the agenda until probably next month.

- E. **Building Official's Report:** Report is in Council's packet. J.D. DeMotte presented.
- F. **Financial Report:** Report is in Council's packet. KaSeana Williams presented. As of March 31, 2023, the General Fund was \$1,509,795.66 The Street Fund was \$387,077.31 The Act 988 Police Account was \$3,306.82. The three new accounts we opened are at zero right now. The Sales Tax is at \$34, 058.00 The CDs are \$377,232.29.
- G. **Parks and Rec. Report:** Report is in Council's packet. Chuck Jacobus presented.
- H. **Arbor Board Report:** Report is in Council's packet. Mary Smith reported.

City Business

- A. **2022 Budget Finalization-Legislative Audit:** Mayor Stroud presented. 2022 budget finalization, you should have that in your packets. First we'll go over the General fund So the way we did this so we did have an audit the audit was completed so we will not have the results of the audit for at least a few weeks and then go over it and we'll bring it to the next meeting but as far as budget finalization the 2022 budget the last approved 2022 budget will be listed under 2022 budget you can see on our revenue side it was \$1,245,580 was what was budgeted, what we actually took in was \$1, 599 ,697.11, which was a difference of 354,117.11 and then if we go down at every single line item you can see exactly how much was spent how much was not spent and if we go down to the actual budget itself there were some calculation errors in the budget Lora had calculated in a salary for I think it was the, Kaseana helped me was it the Maintenance Department? Yes, so she had calculated the maintenance department budget twice so her budget initially was a little over \$1,000,000 it was budgeted for \$951,958, with the actual expenditure of \$1,249,348.06 with a difference of \$297,390.06 so overall our revenue less expenses were \$ 350,349.05. That would be the 2022 budget. That's what the auditor has as well. Birch: So, the results of the audit match up to that? Mayor Stroud: Yes, so essentially the Auditor will come back and essentially say yes and I asked him this question too about whether or not if we had money in the account we didn't spend it was over, they look at whether it's 20% if we go 20% over what's budgeted then at that point they have to review and say why did you go 20% over what was budgeted so that's what they will look at if we spend less than what was budgeted it's not a problem at all but if we spent over what was budgeted they want to know why was it if it's 20% or more. He said he did not think that we would be 20% over. Does that help? Birch: Yes. The Street fund last year's Street fund was a projected revenue on the budget for 2022 was \$208,960.00, we took in \$217,270.29. a difference of \$ 8,310.29. We only had for a total budgeted Street expenditures \$85,600.00 of that budgeted we only spent \$12,492.88, which left what was budgeted and not spent \$73,107.12. Our actual revenue minus our actual expenditures left to overage of \$204,777.41 I also asked the auditor the question of any overage amount can they only be limited to capital expenditures and that is incorrect it can be spent on anything it does not have to be spent on capital and I called the municipal league to verify that and that is correct, it is not recommended that you put it in the operational budget because it may not be there for the next year but it can be sent so that is something that you know I think Paula had said we could only spend it on capital and that that's actually not correct. Paula: That's how we've always been formed by people all through out. Birch: Due diligence is leaving the funding that's it's in. if you move to somewhere else you lose it. Mayor Stroud: If we have \$204,000 in Street fund, I would think that we would want to spend that on street repairs and maintenance this year and do the same thing if we have general fund accounts that are leftover. The general fund has an extra \$300,000 we can use that for expenditures like improving our IT department or improving the community building and improving City Hall or things that

may not have been budgeted for. Now we have that money available then that money can be used for the infrastructure of the city. Birch: I'm saying the same thing, just keep it in the fund that's it's in. 2023 general fund year to date, this is what we have this is budgeted for 2023 and this is how much that has been spent how much that has been earned if you look at the earnings year to date and some of this as far as income some of it is going to be dependent on when we get certain items in so you can't just say \$33,000 this may not be accurate but we still are projected to have about \$1.32 million in revenue so that does look to be pretty accurate as far as revenue will stay on top of that as far as expenditures there I think that you can look through and see what we've been spending for and year to date I don't think we're over budget on any items as far as expenditures. Paula: Yes, were over on salaries, overtime as well as our attorney fees, correct? Paula: We have a \$20,000 budget right now for contract for attorney fees and we've already spent \$7,320. Mayor: Correct and we had a heavy three months, I don't think that's going to continue and I would not anticipate that work we also did give a raise to Brian that was not accounted for in the budget previously so I do think that we will need to amend this budget some and make some changes and that will come next time when I present another general fund budget for you guys to look at and approve. Because there are a lot of things in here that we did not expect for that need to be reallocated or need to be addressed and we need to make so I will bring that budget proposal to you guys at the next meeting. I want to just touch on this total Police Department expenses. A lot of that is because at this time we've really been working with three officers for a lot of last year. Because we had the other two officers, one that went to Academy and ended up going to a different department and recently Nathan Graduated from the Academy, congratulations Nathan. We will have more officers now working so some of that overtime will be not as great but I feel really to discuss what we want to do with our Police Department overtime and as well as how to retain officers of the Police Department. So, I think we're going to cover that a little more later. You guys decided to remove that. So, if we could just discuss at this time a little bit about that in the budget. Vaillancourt: We tabled that discussion and will go over that with the budget at next months meeting. Mayor: You know at this point we are at \$236,362.10 out of the \$407,000 budget we were only three months in so if that's what we want to do that number may grow significantly and it will adjust our effectiveness is that correct do I hear we want to table that? Vaillancourt: Yes, it was tabled. Paula: I guess too we're kind of all of it in the dark here, because we're not given this huge volume of material and we're not giving it early enough to be able to have any time to look at it and be able to see where these numbers are we don't even know month by month what we're actually spending at this point unless we were to take time each of us to compile all of the bank statements ourselves so it's a bit frustrating our end you know we going to feel like we're in the dark as far as with the budget numbers really truly are. Mayor: So, we will send out a P & L you'll be able to have all the budget that's in our center point software that has all of it listed all the expenditures and what the budget is so we can send that to you tomorrow. I apologize that I didn't understand that was what you were asking for and we'll get that to you but I do think that last month you did get all of the bank statements they were all reconciled. Birch: I've asked for a P&L for 3 months that's how you manage a budget were trying to manage the budget for the city with your approval and we also cannot do that with a summary by quarter. I appreciate your concerns and we will try to get this addressed as quickly as we can.

- B. Land Acquisition HUD Funds:** Reports in packet, Chuck Jacobus presented,
- C. Sceptic System at the Community Building:** Tabled
- D. Improvement to the Community Building and City Hall:** Tabled
- E. Highway45/Goshen Tuttle Intersection/Crafton-Tull:** Mayor Stroud presented,

The only thing I have to report is that I followed up with Juke Jost with Crafton-Tull and they have not made any progress on bids, he does guarantee me that they will have bids in the works, for by May meeting and I will continue to follow up.

- F. Vacancies/Applicants:** Mayor Stroud presented, Vacancies for a police officer position it was just posted at the 5 sites in Goshen and I think chief Travis, we did post it in the newspaper as well right, Chief Travis: Yes, it was in the paper, we put it on Indeed 30 days ago. We had lots of applicants. We are going to proceed to interview two of the applicants that are certified officers.

New City Business

- A. iWorQs Presentation-Building & Planning:** Shad Anderson presented, It's a program that essentially goes on to the iPad as the building inspector, JD has the iPad with him all building permits all approvals from those all that would go through this system, It would generate actual data for us to be able to download and able to give as far as all of our reports it would take a lot of time away from the office staff have been compiled those reports and bring every month automatically generate those be integrated with our website so that people can go on click on the iWorQs icon on our website and be able to fill out all their building permit and paying for their building permits right there on the spot. JD would no longer have to come to the City Hall and get building permits. We wouldn't have to wait for the applications. We'd know when there all paid with this system. So, JD do you want to talk a little bit about how it works for you at your current other job at the City of Elkins. We had this system in Elkins for five years. I think it's a great idea right now if someone turns into the pool permit or look at it online or look at my desk it's a fill out filled out online then each person in the loop would get a copy of it, I can review it from my home. I can review it send it back and then they can pay for it. They wouldn't pay for it until it's been approved and it was really streamlining things to make it better for your contractors and make it better for me for sure and make it better for the office staff. Mayor: The initial cost is \$14,000, that's the heavy part but then after that it's \$2000 annual subscription. It's a bit of an expense up front, but I do think we can use that from some of the funds that we had that were left over from last year. Vaillancourt: It would come out of the general fund here and then the \$2000 a year and we could easily fit that into the budget for moving forward with building planning especially if you're you know we've already this year received from building permits I think that it's easily budgeted. Birch: So, failures will be documented there and they wouldn't move forward until those failures were remedied. The bulk of it is the upfront \$14,000 that we pay but then that gets us this whole system and then the \$2000 annually would do that subscription for it. Paula: Equipment wise is the iPad included? JD: no. Paula: Initial 14K 2K for the iPad. No iPad don't cost that much. Birch: So, the summary budget here we've got \$40,000 - \$45,000 total, I think it makes since we've got left \$14,000 last year. Mayor: When I come back next month and bring the amended 2023 budget, we'll have to put that in there so we'll have all that included. Paula: Money coming in revenue wise you know we budgeted \$40,000. year to date on planning permits. We're already at \$20,000. Any other comment? Cathy: Will they be able to pay the fees online? Mayor: Yes. iWorQs and our Web-site developer will be integrated with no additional fees. Birch made a motion to approve iWorQs. Second by Jamie. All those in favor Yea (5). Opposed (0) Motion carried.
- B. I.T. Proposal by Network Services Group:** Report in packet. John Pruett presented, After much discussion, Birch: asked if Cyber was included? John will bring back more information and pricing.

- C. Council Meeting Agenda Protocols:** John Vaillancourt presented, I just wanted to talk about the council meeting and what the protocols are. Who is authorized to do what portion of that meeting. Most of it is taken care of in an ordinance and that's what's set every year by the council in January it's 181 the Municipal League also had the things that are by state regulations. Things that we need to address and to finalize is whose responsibility it is to do something OK the minutes for a council meeting so ownership the recorder. The recorder is the only one that is legally bound and must put together the minutes excuse me I mean the agenda for a meeting. Everything that needs to go on an agenda needs to be sent to the recorder and a copy to the mayor. So, they can have conversation if needed. The agenda is put together by the recorder and what's in that ordinance. Brian: That's what is in the you referred to? John: Yes, so moving forward the different commissions as well as the City Council, need to send to the recorder what needs to go in their agendas with a copy to the Mayor and City Hall. There was much discussion. Mayor Stroud agreed to make ever effect to get items to the recorder on time.
- D. Request for Bids for Street Repairs/Resurfacing:** Mayor Stroud, presented, What I'm specifically asking for, is for us to be able to submit for a bid from Paul Pray to repaired the side of the bridge that's washed out. I did seek some estimates from Thomlison Asphalt, just to give an idea as what it would cost. For overlay for Bridge Wash Out \$10, 000, Wandering Way \$85,000 and Hale Rd, starting at Ledford \$105,000, total of \$200,000. Paula: Did you talk about the width of the roadway; I don't see any width on here. Mayor: When they do an overlay, they do it at the current width. Birch: These are 3 most important road? Mayor: Yes, David suggested these are the ones needed. Birch also asked if we've reached to ARDOT about Highway 45. Weve has several people ask. Birch made a motion to put the bid out. Seconded by Paula Anderson. All those in favor yea (5) Opposed (0) Motion carried.
- E. Resolution for State Park 20 Acre Matching Grant:** Mayor Stroud presented; this is the resolution for the grant that we received. This is the 50/50 matching grant for the 20 acres. What I'd like to talk to you guys about is this so the matching grants the 50/50 we got the \$120,000 that was approved for the purchase that was supposed to be around 19 acres. It ended up being 22.18 acres. The cost of the property is \$266,160 based on 22.18 acres then the matching grant will be \$120,800 that would take that off. We would be responsible for paying \$145,360. We have budgeted in our 2023 budget a total land purchases of just \$218,000. We'd have left \$72,640, for land purchases.

Colton Martin made a motion to read in title only. Seconded by Paula Anderson. All those in favor Yea (5). Opposed (0) Motion carried.

Hogue read "A resolution for the City of Goshen with Arkansas Department of Parks, Heritage and Tourism"

Colton Martin made a motion to adopt the resolution. Seconded by Jamie Van Becelaere. All those in favor Yea (5). Opposed (0). Motion carried.

- F. Resolution for NWARP TAP Grant for 2nd Phase of Approved Trail by ARDOT:** Mayor Stroud presented, for us to proceed for apply for a second Tap Grant, we have a resolution stating that we are going to proceeding to get funds to be able to finish that second half of the trail. The second half of the trial would close to where the Creek is up to Mill Branch Central, so until we have any resolution about this

property. We still need to go ahead and proceed with ARDOT Tap Grant that we will be applying for. John: What are you terming Mill Branch Central? Mayor: It's the old chicken pad. So, this resolution is an 80/20 grant. This resolution allows us to proceed to apply for an 80/20 matching grant. To get from the creek up to the chicken house pad. Paula: This is the plan if we don't go with alternate B? Mayor: That's correct. Contracts and work would be approved by the Council.

Colton Martin made a motion to read in title only. Seconded by Jamie Van Becelaere. All in favor Yea (5). Opposed (0) Motion carried.

Hogue read "A resolution expressing the willingness of The City of Goshen Arkansas to utilize Federal aid transportation alternatives program or recreational trails program funds"

Colton Martin made a motion to adopt the resolution. Seconded by Jamie Van Becelaere. All those in favor yea (5). Opposed (0). Motion carried.

- G. **Resolution to Purchase Parcel #770-17499-000-4.9 Acres:** Mayor Stroud presented, after much discussion, John Vaillancourt made a motion that the city has the intent to buy the 4.9 acres. Seconded by Colton Martin. All in favor Yea (5). Opposed (0) Motion carried.
- H. **Resolution Combining Inspector Salary and Fuel Reimbursement:** Tabled.
- I. **Resolution to change Road Department to Infrastructure/ Facilities Management:** Tabled.
- J. **Resolution to approve a new bank account signatory:** Tabled.
- K. **Resolution to increase purchase orders and asset limit to \$1000:** Tabled.
- L. **Removal of fixed assets from asset list:** Tabled.
- M. **Police Department Salaries/Overtime:** Tabled.
- N. **Ordinance 182-Review:** Tabled.
- O. **Ordinance 116-Review related to Legislative Audit:** Mayor Stroud presented, Discussed, and tabled until the Audit is complete.
- P. **Use of Computer-Tablets in place of printed packets for meeting:** Mayor Stroud presented; I bought Computer/Chromebook. After much discussion each Council Member will let Mayor Stroud know if they want a paper packet or if they want to use a Chromebook.

Brian: I want to update you all briefly that the mediation for the complaint that Lora filed, has been rescheduled for June 7, 2023.

Public Input

Adjournment

Colton Martin made a motion to adjourn at 9:47 PM. The motion was seconded by John Vaillancourt. All in favor Yea (5) The motion carried and the meeting adjourned at 9:47 PM.


Marjorie Vaillancourt
Recorder/Treasurer


Russell Stroud
Mayor